# Legislative Network and SC Legislature Website



Legislative Printing, Information and Technology Systems (LPITS)

# LPITS Help Desk - 803-212-4420



### **Help Desk Hours of Operation**

Monday through Friday 8:30 a.m. - 5:00 p.m.



Legislative Printing, Information & Technology Systems (LPITS) has used our best efforts in preparing this book. The accuracy and completeness of the information, illustrations, and opinions provided herein are suitable for the training of the staff and Members of the South Carolina General Assembly only.

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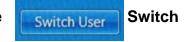
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Gigi Brickle, Director
1105 Pendleton Street
223 Blatt Building
Columbia, S.C. 29201
803-212-4420

# How to Log-in to the LPITS Network

1. Turn on your computer. You will be presented with the following log-in dialog box.



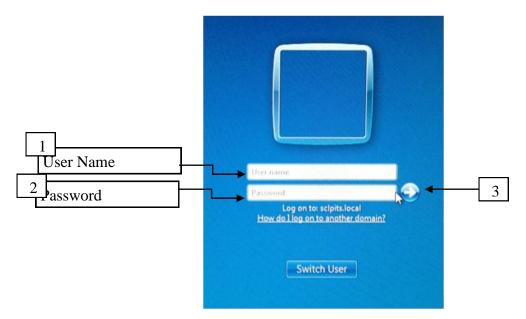
2. If the username shown on your screen is not correct, click the **User** button.



The Switch User Screen will appear:



3. Click the Other User icon.



### 1. Type your username

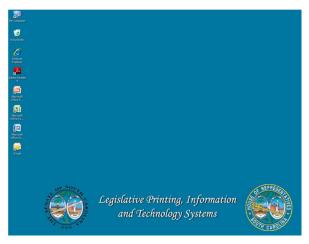
Your user name is your assigned network identification. It is composed of your and first name and last name (no spaces). Your network username is not case sensitive.

Your network username can be typed in any one of the cases below:

Example: johnbrown
Example: JaneDoe
Example: JANEDOE

- 2. Type your password. Your password <a>IS</a> case sensitive
- 3. Click the Arrow button or press Enter on the keyboard.

The Microsoft Windows 7 Desktop will be displayed. Network application icons will also appear.



### The "Change Your Password" Feature

You will be prompted, approximately every six months to change your password. Your username will remain the same but your password must be changed.

This feature helps to ensure the security of our network and its data.

Passwords can also be changed at any time by performing the following steps:

1. Press Ctrl + Alt + Delete

The Windows Security screen will appear.

- 2. Click Change A Password option.
- 3. Type your current password in the appropriate field.
- 4. Type new your password in the appropriate field.
- 5. Type your new password again in the appropriate field to confirm.
- 6. Click the Arrow



button or press Enter on the keyboard.

A confirmation message will be displayed once your password has been successfully changed.

# **LPITS Computer Network Password Policy**

Passwords are an important aspect of computer network security. They are your front line of protection for electronic files and email accounts. A poorly chosen password may result in the compromise of the General Assembly's data and computer network operability. Computer hackers use sophisticated programs intent on gaining passwords. Once access has been achieved, malicious damage can be done to our files and website. Damaging email messages could be sent in the name of the General Assembly or through the names of specific Members and/or staff. As such, all LPITS computer network users (including Members of the General Assembly, their staff and Legislative Council) are responsible for taking the appropriate steps to select and secure their passwords.

All network user passwords must contain at least five characters.

### **New Users**

New user accounts are requested by the appropriate agency Clerk/Director or their designee. Once the account has been created, each new user will be contacted by LPITS to schedule an orientation appointment. At orientation a network Acceptable Use Policy form must be signed before a temporary password to the LPITS computer network system will be assigned. This temporary password can only be used once and must be changed at first login.

### **Password Expiration**

All user-level passwords must be changed at **least every 180 days**. You will be prompted at log-on to change your password fourteen (14) days before the expiration date. Failure to change your password within these fourteen days will result in the inability to access the network. Should this occur, contact LPITS to receive a temporary password.

### **Password Security**

If you suspect that your password has been compromised, change your password immediately and inform LPITS. Members of the LPITS Network Services staff can assist you in the easy process of changing your password from your office computer.

Do not give your password to legislative aides or pages! All passwords are to be treated as sensitive, confidential information. Passwords should not be written down. Passwords must not be inserted into email messages or other forms of electronic communication. Do not store passwords in a file on ANY computer system (including mobile devices) without encryption.

### Remember

- Don't reveal a password in an email message
- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g., "my family name")
- Don't reveal a password on questionnaires or security forms
- Don't reveal a password to co-workers while on vacation

### **Password Selection Guidelines**

All user-level passwords must contain at least five characters. Once the password has expired the user must chose a new, unique password.

It is strongly recommended that the following standards be used when choosing a password:

- Include any of the following characters: !`@#\$%^&()\_-{}.'\
- Include digits as well as letters
- Do not use any of the following characters: =+"/[];:|\*,?<>~(space)
- Do not use a word that can be found in a dictionary
- Do not use a word in any language, slang, dialect, jargon, etc.
- Do not use personal information, names of family members or pets, birthdays, phone number, district information, etc.
- Passwords should never be written down or stored on-line.
- Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "tmb1w2r!" or "tmb!w@r" or some other variation. NOTE: Do not use either of these examples as passwords!

Poor, weak passwords have the following characteristics:

- Words found in a dictionary (English or foreign)
- Common usage words such as:
  - Names of family, pets, friends, co-workers, fantasy characters, etc.
  - Computer terms and names, commands, sites, companies, hardware, software
  - The words "senate", "house", "council" or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

If you are unable to log on to the computer network for any reason, contact the LPITS Network Services staff at 212-4420.

### **E-MAIL ADDRESSES**

Your e-mail address enables you to receive e-mail items from persons within and outside of the Legislative Network. Microsoft Outlook is the e-mail program that is utilized on the LPITS network.

House e-mail addresses are: username@schouse.gov

Example: johndoe@schouse.gov

SENATE e-mail addresses are: username@scsenate.gov

Example janedoe@scsenate.gov

Council and Joint Committee e-mail addresses are: username@scstatehouse.gov

Example: jackdoe@scstatehouse.gov

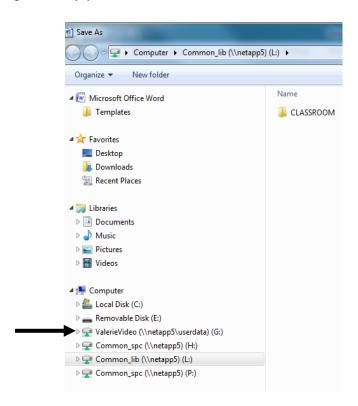
### **NETWORK DRIVES**

### **NETWORK DRIVE G - Network Personal Area:**

Members of the **House of Representatives** are strongly advised to save all files to **Network Drive G**.

Only you have access to your files saved on Network DRIVE G:

LPITS recommends that **ALL OTHER STAFF MEMBERS** save sensitive or personal information on **Network DRIVE G.** Your personal area is designated by your user name.



example: ValerieVideo on 'netapp5\userdata\ (G)'

DO NOT SAVE YOUR DATA FILES ON THE C:\DRIVE.

# **NETWORK DRIVE L:** All members of your network group have access to files stored on Drive L:

You are assigned to a network server. Your network server stores the files that you'll need when working on the network. You are assigned a network group such as:

House Education - H-Educ or
House Member - H-Member or
Senate Transportation - S-Trans or
Senate Banking - S-Bank

For example: Senate Education Committee staff can access each other's files stored on Drive L:\, but Senate Transportation Committee staff cannot access the Senate Education files.

# Users outside of your network group cannot access your files.

### **NETWORK DRIVE H:**

Everyone on the network can <u>read</u> files stored on Drive H:

Drive H contains the following information (in Microsoft Word document format)

- Bills from current and previous session
- House and Senate Invitations Calendars
- House and Senate Calendars
- House and Senate Journals
- SC Code of Laws
- SC Constitution
- SC Code of Regulations
- New Regulations

and other pertinent legislative information.

You will have 'read' access to files on Drive H. This means these files can be accessed and read by you. In order to modify one of the files from Drive H, you must first copy the file to your L or G drive; then make editions.

# **Saving Files**

### To prevent loss of files:

# Do not save any files to the C:\Drive (hard drive) of your computer.

Save files to the LPITS NETWORK using:

**Network Drive L:\** OR **Network Drive G:\** 

**House Members Only** Members of the House of Representatives are strongly discouraged from saving files on Network Drive L: House Members should save files on Network Drive G instead.

### **Additional File Protection**

Individual files can be further secured with passwords. Contact the LPITS Help Desk for assistance.

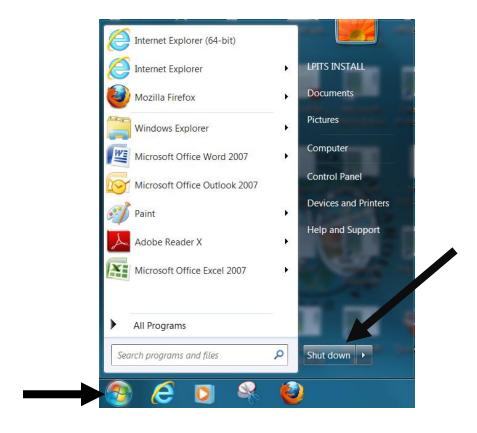
# **Turn off your Computer**

LPITS recommends that you **Shut Down** your computer at the end of each work day.

1. Click the **START** button.



2. Click Shut Down



3. The computer will **automatically** power off.

Your computer's monitor will automatically change to "sleep mode". Your monitor will automatically power back on once your computer is powered back on .

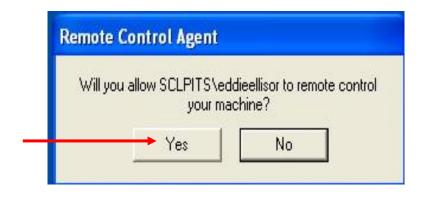
# **Technical Support**

The staff of LPITS has the ability to remote control your computer to assist in troubleshooting your computer problems. This feature requires your permission.

1. LPITS staff will request the LP Sticker Number located on the side your computer

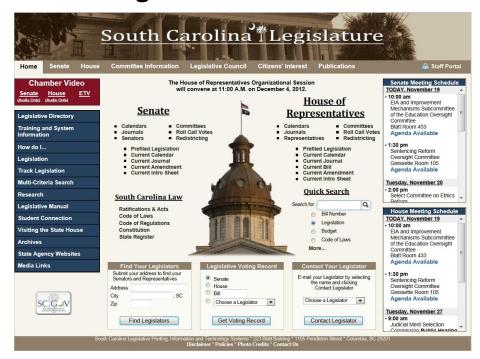


2. A Remote Control Agent dialog box will appear on your computer screen. Click the **Yes** button to grant **LPITS staff** access to your computer.



Only LPITS staff members have the ability to remote control your pc.

# **South Carolina Legislature Website**

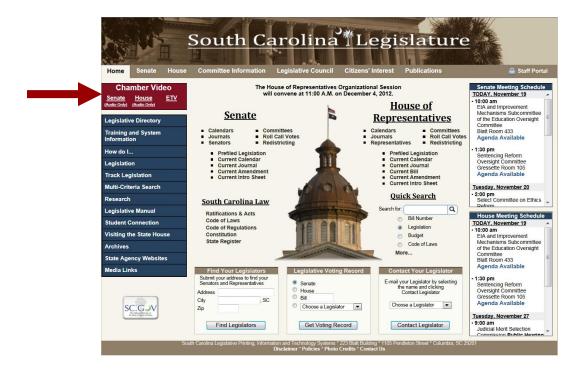


The South Carolina Legislature website, **www.SCStateHouse.gov**, contains information and legislation for the current year of the S.C. Legislative session as well as for <u>previous</u> <u>years dating back to 1975.</u>

If you are accessing the SC Legislature website via an LPITS computer while at the State House complex, you will have access to additional information not available to the general public. This includes the Legislative Directory, Annotated Code of Laws and Training resources.

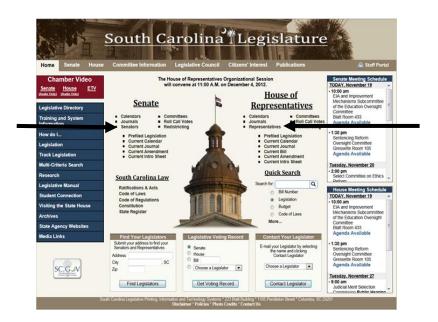
### Live Broadcasts on the Web

Live video and audio broadcasts of the House and Senate sessions are available via links at www.SCStateHouse.gov



# **Legislator Pages**

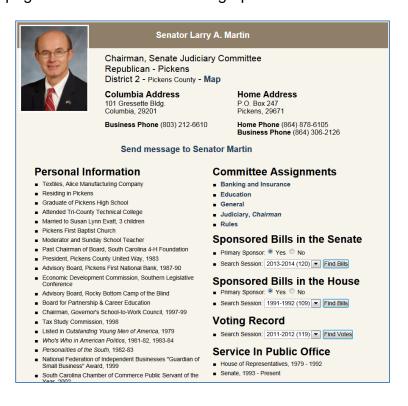
 Click Senators or Representatives in the Senate or House section of the South Carolina Legislature website



2. Click the name of the legislator.



3. The legislator page contains contact and biographical information.

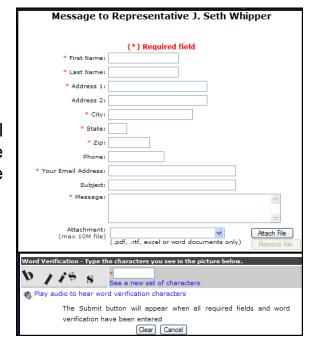




Constituents may send Legislators e-mail messages by clicking the "Send message to Representative" link on the Legislator's Bio page.



Constituent's physical address and e-mail address must be submitted before message will be forwarded to the Legislator's e-mail account.



When an e-mail message is sent from the LPITS Web-Site to the Legislator, the "e-mail **Subject**" will display:

Website email from (constituent name). . . .

# Locating a Bill - Quick Search Feature

Bills are sequentially numbered for a 2 year session.

Bills numbered from 1 - 2999 are Senate Bills

Bills numbered **3000** and greater are **House Bills**.

If you know the bill number, you can quickly access any bill using the **Quick Search** feature on the LPITS web page.

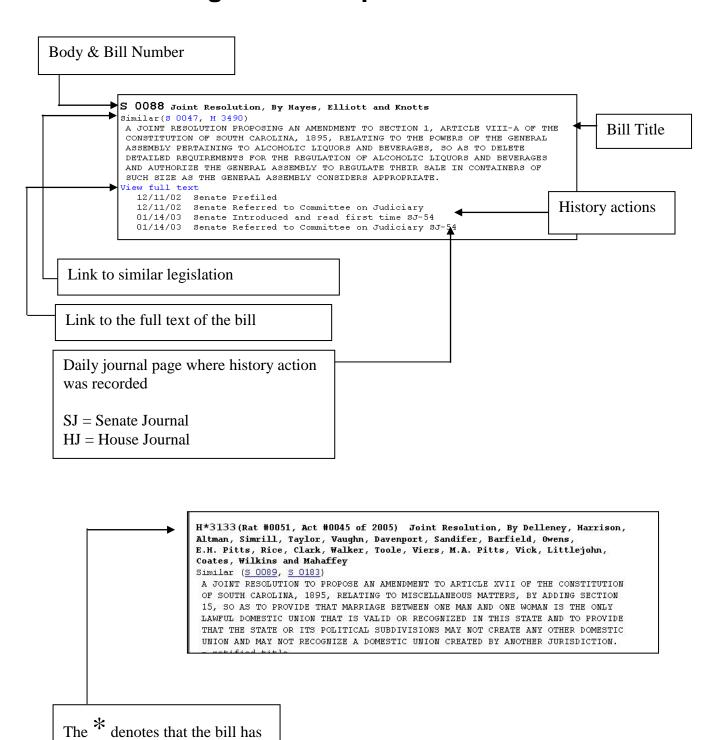


- 1. Click the Bill Number link under Quick Search.
- 2. Type the bill number in the search for field
- 3. Click the **Search** button.

A condensed bill report will be presented.

4. Click the link to **View full text** to see complete bill text.

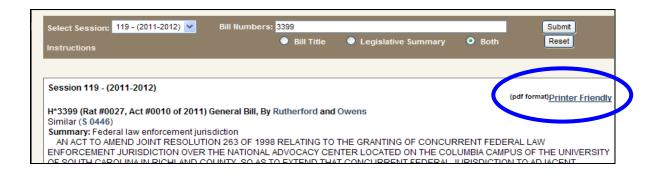
# **Understanding the Bill Report**



passed both bodies.

# **Printing Your Information**

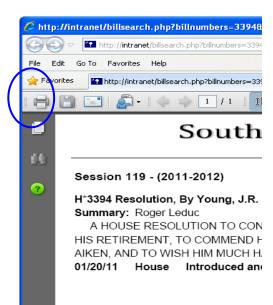
- 1. Click the Printer Icon on the Windows Internet Explorer toolbar (if it is visible) or
  - 2. Click the **Printer Friendly link** in the upper right corner of the reports.



- 3. A **printer-ready** .pdf file will be displayed that contains your current report information.
- 4. Click the **Printer Icon**.

or

5. Click **File** > click **Print** > click **Ok** the **Print** menu



### **Locating Legislation by Sponsor**

Senators, Representatives or committees can sponsor legislation. All bills must have a primary sponsor. A primary sponsor is responsible for introducing that legislation to the members of the House or Senate chamber. Other members of that body can agree to assist in sponsoring the legislation. These additional sponsors are called co-sponsors.



To create a report of bills by a specific sponsor:

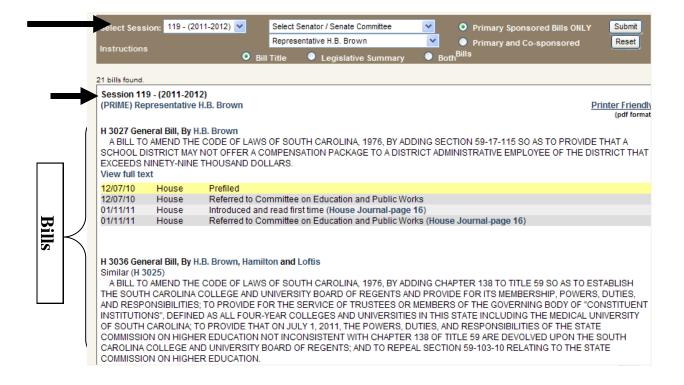
- 1. Click the **Legislation** link.
- 2. Click the **Sponsor** link.
- 3. Select **Legislative session** (Current session is the default.)
- Select either Senator (Senate) or Representative (House) from the dropdown list.

Legislators' names are listed in alphabetical order.

Committee names are listed in alphabetical order and appear after Legislators' names.

- Select Primary Sponsored Bills ONLY or Primary and Co-sponsored Bills
- 6. Select report type Bill Title, Legislative Summary or both.
- 7. Click Submit the button.
- 8. A bill report will be displayed.

### Sample Legislation by Sponsor Report - Primary Sponsor - Bill Title





A statistical analysis is located at the end of the report.

Session 119 - (2011-2012) PRIME) Representative Harrell					
	GENERAL BILLS	JOINT RESOLUTIONS	CONCURRENT RESOLUTIONS	RESOLUTIONS	TOTAL
PASSED	3	0	5	7	15
NOT PASSED	3	0	2	0	5
TOTAL	6	0	7	7	20

### **Quick Search Features**

The following quick search features are available on the main page of the **South Carolina Legislature website**:



- Bill, act or rat number search
- Legislation performs a full text search of legislation
- Budget performs a full text search of the most current Budget
- Code of Laws performs a full text search of the most current version of the S.C.
   Code of Laws
- Code of Regulations performs a full text search of the most current version of the S.C. Code of Regulations
- Constitution performs a full text search of the most current version of the S.C.
   Constitution
- House Journal performs a full text search of the current session's House Journals
- Senate Journal performs a full text search of the current session's Senate Journals
- LPITS Bill Summary performs a full text search of all current bill summaries

# **South Carolina Legislature Online Archives**

LPITS maintains archives of the following Legislative information:

- Legislation Since 1975
- Act Lists
- Budgets
- Reports
- Journals
- Legislative Updates
- State Register
- 2001 Redistricting

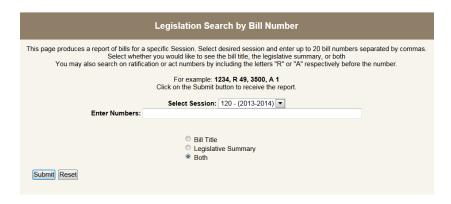
### House **ETV** Senate (Audio Only Legislative Directory **Training and System** Information How do I... Legislation **Track Legislation** Multi-Criteria Search Research **Legislative Manual Student Connection** Visiting the State House Archives **State Agency Websites** Media Links

**Chamber Video** 

### **Legislation Since 1975**

To access legislation from previous sessions of the South Carolina General Assembly:

- 1. Click on the Archives link.
- Click on the link to Legislation Since 1975
- Click on the desired search feature.
- 4. Select the desired session and click Submit.



Information is categorized by Legislative Session Number -- with the most current session listed at the top of catalog.

# **Training and System Information**

Click on the Training and System Information link.

This page contains the LPITS Training Calendar and other information regarding the LPITS Computer and Telephone network.



